

Create a Discussion Thread

Overview

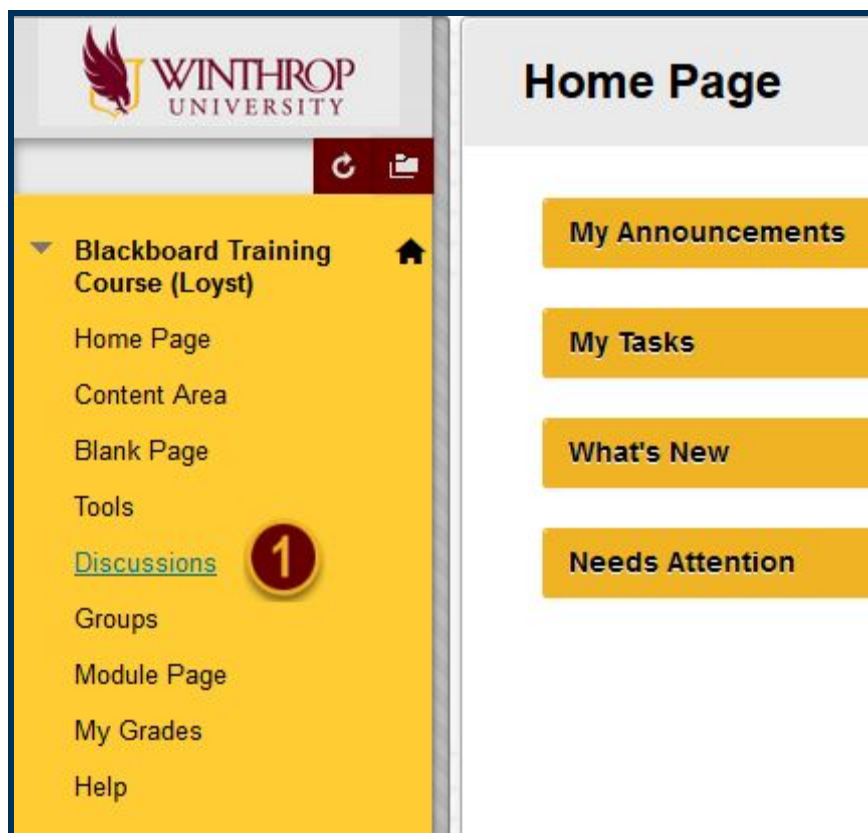
This tutorial will explain how to create a **Discussion Thread**. A Discussion Thread is a container for Discussion Posts and Replies to occur around a central topic. Your peers will be able to Reply to your Discussion Thread, and to each other, creating a nested discussion.

Quick Steps

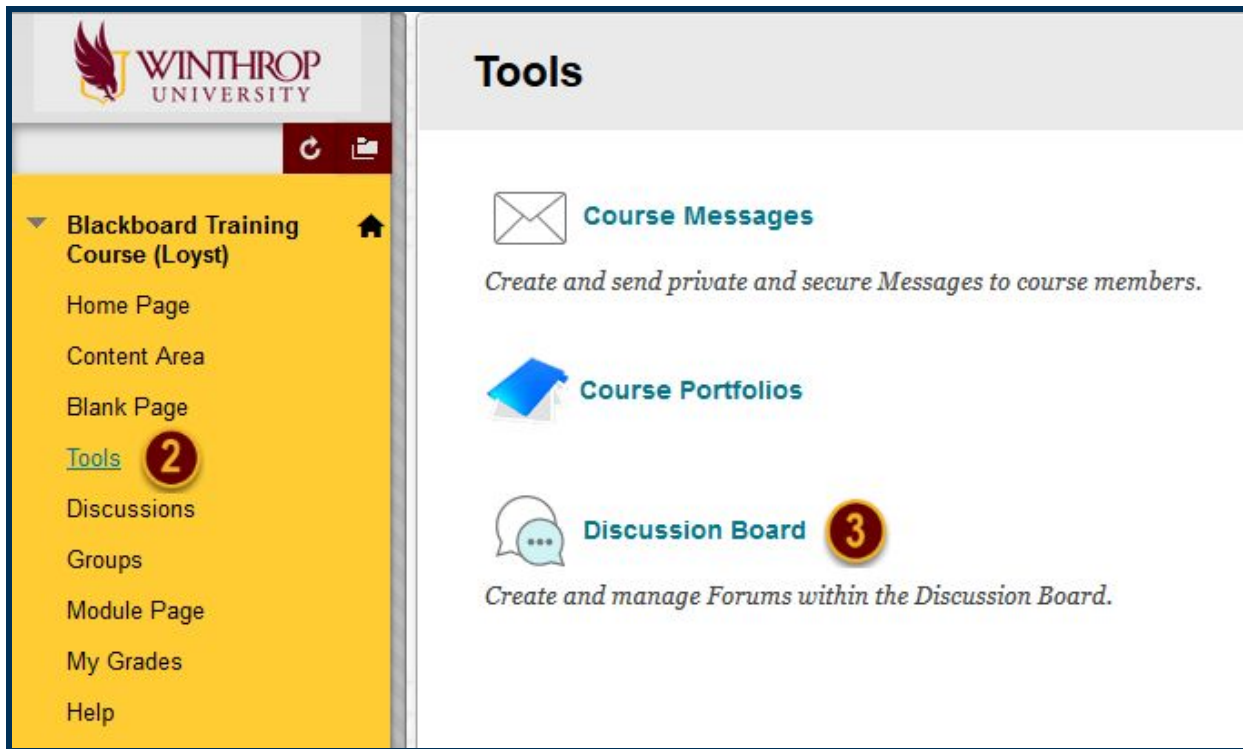
Course Menu > Discussions > Select Forum > Create Thread > Compose > Submit

Step 1

To create a Discussion Thread, you must first access the Discussion Board page. From the Course Home Page, click *Discussions* [1] on the Course Menu.



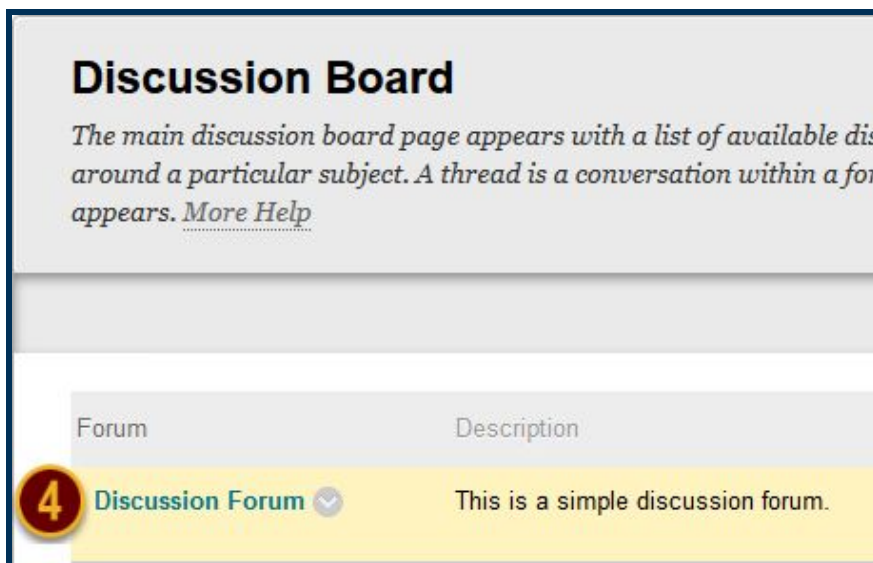
If you do not see a *Discussions* option on the Course Menu, click on *Tools* [2] instead, and then select the “Discussion Board” option [3].



The screenshot shows the Blackboard interface for a course. On the left is a yellow navigation menu with the following items: Blackboard Training Course (Loyst), Home Page, Content Area, Blank Page, Tools (with a red circle containing the number 2), Discussions, Groups, Module Page, My Grades, and Help. On the right is a grey header titled "Tools" containing three options: "Course Messages" (with an envelope icon and the description "Create and send private and secure Messages to course members."), "Course Portfolios" (with a blue folder icon), and "Discussion Board" (with a speech bubble icon, a red circle containing the number 3, and the description "Create and manage Forums within the Discussion Board.").

Step 2

Select the Discussion Forum where you want to create a Discussion Thread by clicking on the Forum title beneath the *Forum* column [4].



The screenshot shows the "Discussion Board" page. At the top, the title "Discussion Board" is displayed in bold. Below it is a paragraph: "The main discussion board page appears with a list of available discussions around a particular subject. A thread is a conversation within a forum that appears. [More Help](#)". Below this is a table with two columns: "Forum" and "Description". The first row in the table is highlighted in yellow and contains the text "Discussion Forum" with a dropdown arrow and "This is a simple discussion forum." A red circle with the number 4 is overlaid on the "Discussion Forum" text.

Forum	Description
Discussion Forum	This is a simple discussion forum.

Step 3

On the Forum page, click *Create Thread* [5] on the Action Bar.

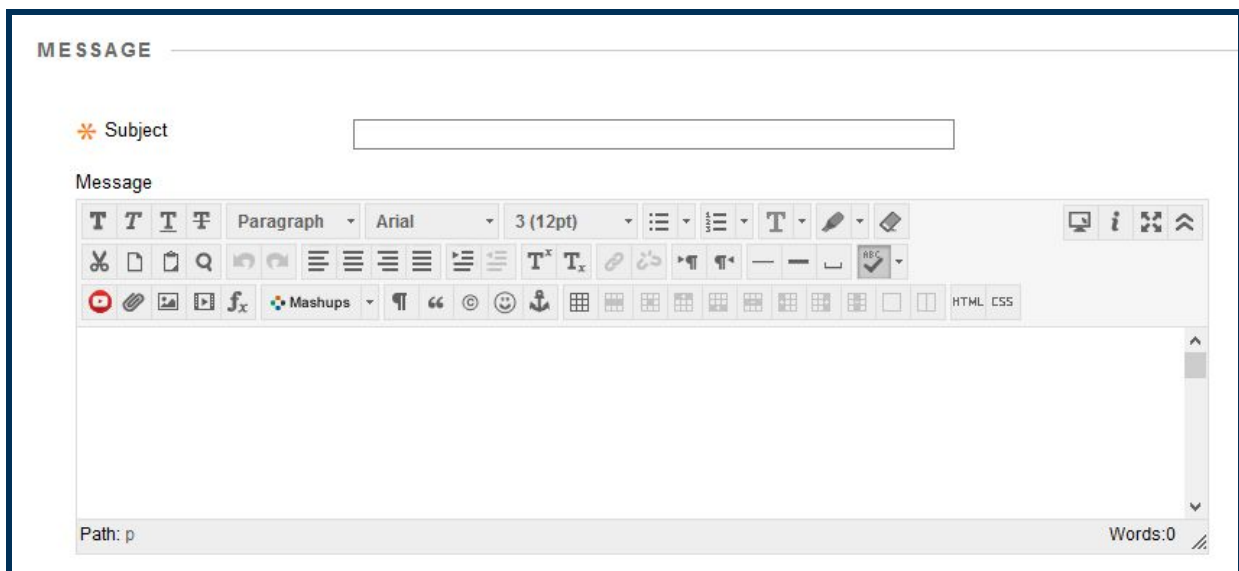


Step 4

On the Create Thread page, you will see the Discussion Forum's instructions repeated in the Forum Description section. Reread this section to ensure you are creating a Discussion Thread that fulfills the Discussion Forum's purpose.

Step 5

Use the Message section to create your Discussion Thread. The Subject field is used to provide a summary or to identify the thread's central topic/focus. The Message editor contains all tools available in any Content Editor found on Blackboard Learn. [Learn more about the Content Editor](#).



Step 6

Use the Attachments section to attach any files you need to include in your Discussion Thread.

ATTACHMENTS

Attach File

Step 7


If you need to stop writing for any reason, use the *Save Draft* button to create a temporary file that can be returned to later. If you are finished creating your Discussion Thread, click the *Submit* button.

Step 8

Your Discussion Thread will appear on the Forum page in the Thread list.

Forum: Discussion Forum

In a thread, you can view the post and information about it, such as the author and posted date.

<input type="checkbox"/>	Date	Thread	Author
<input type="checkbox"/>	7/24/18 9:08 AM	Example	 Ryan Loyst_PreviewUser

If you would like notifications from this Discussion Forum (new replies to threads), click the *Subscribe* button on the Action Bar.